



Page	:	1 of 2
Reference Numbers		

February 4, 2022

## MEMORANDUM

**TO : ALL EMPLOYEES**

**FROM : OFFICE OF THE DIRECTOR**

**SUBJECT : IMPLEMENTATION OF AT LEAST 50% ON-SITE WORKFORCE FROM FEBRUARY 7 – 11, 2022, UNTIL FURTHER NOTICE**

In view of placing the National Capital Region (NCR) under Alert Level 2 from February 1 - 15, 2022, all employees are enjoined to follow the minimum 50% on site- reporting to the office as the Bureau's Alternative Work Arrangement (AWA) on February 7 – 11, 2022, as seen in Annex A.

In this regard, all Division Chiefs must ensure that deliverables on WFH arrangements during the period are agreed upon and accomplishments duly monitored. All personnel are also reminded to make themselves available in all forms of communications whether through phone, electronic mail, messaging, and other means of communication.

Furthermore, everyone is reminded on the strict compliance to the assigned on-site work schedule. If an employee fails to comply due to health issues, he should immediately notify the respective Division Chief for proper endorsement to the BAFS Health Safety Protocol Officers for validation.

Let us continue to be safe and vigilant and observe all the safety protocols that the government has issued whether at the workplace or at home.

This order shall take effect on February 7, 2022 until further notice.

For guidance and strict compliance.

  
**VIVENCIO R. MAMARIL, PhD**  
Mr. RVC  
04/22/2022



## ANNEX A

### WORK SCHEDULE FOR THE PERIOD OF FEBRUARY 7 – 11, 2022

Division	Personnel
Administrative Support Services	Rosemarie V. Calibo Mark Brian R. Umali Rowena B. Dacanay Mark Paulo J. Padullon Stephanie L. Bulanadi Kenneth A. Matchica Allister F. Budlao Aron G. Gentolia Elpidio J. Lobos Ryan G. Molato Roniel V. Bayanay Samuel Z. Gelilio Ronaldo M. Badillo Rachel C. Franco Johnhay Z. Isip Larry A. Yumang
Standards Development	John Gregory V. Aquino Gari Pellinor U. Hernandez Camille B. Baraquel Kristel Alarice R. Aborido Aljon S. Reyes Ederlie L. Magdalita
Organic Agriculture	Mark F. Matubang Vicente D. Limsan Jr. Geeza June V. Painaga Charlie T. Palilio Moraine M. Sumague Jerson Raphael A. Bontogon Anna Dominique V. Cadsawan Clarisse Jill R. Guevara John Lawrence A. Arrogante May Ann B. Redulfa
Technical Services	Mary Grace R. Mandigma Brooklyn S. Flores Abraham L. Perez III Aubrey Katreena L. Ramos Alma V. Reyes
Laboratory Services	Melissa L. Astillero Zaireen B. Cleofe Angelo N. Custodio

